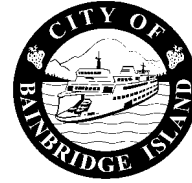


CITY OF BAINBRIDGE ISLAND

**PREAPPLICATION CONFERENCE REQUEST**

FORM MUST BE COMPLETED IN INK, PREFERABLY BLUE.

PENCIL WILL NOT BE ACCEPTED.



<p><b>DATE STAMP FOR CITY USE ONLY</b></p>	<p style="text-align: center;"><b><u>TO BE FILLED OUT BY APPLICANT</u></b></p> <p><b>PROJECT NAME:</b> _____</p> <p><b>TAX ASSESSOR'S NUMBER:</b> _____</p> <p>_____</p> <p>_____</p> <p><b>PROJECT STREET ADDRESS OR ACCESS STREET:</b> _____</p> <p><b>ENVIRONMENTAL CHECKLIST SUBMITTED :</b> <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;"><b><u>FOR CITY USE ONLY</u></b></p> <p><b>FILE NUMBER:</b> _____</p> <p><b>PROJECT NUMBER:</b> _____</p> <p><b>DATE RECEIVED:</b> _____</p> <p><b>APPLICATION FEE:</b> _____</p> <p><b>TREASURER'S RECEIPT NUMBER:</b> _____</p>
<p><b>SUBMITTAL REQUIREMENTS</b></p>	
<b>APPLICATION</b>	<p><i>One original (which must contain an original signature) and six copies</i> must be provided. Whenever possible, originals must be <i>signed in blue</i>. Please identify the original document.</p>
<b>SUPPORTING DOCUMENTS</b>	<p><i>One original (which must contain an original signature)</i>, where applicable, and <i>six copies</i> (if an original is not applicable, <i>seven copies</i> must be provided).</p>
<b>FULL-SIZE DRAWINGS</b>	<p><i>Seven copies</i> of the required drawings must be provided. Drawings <i>must be folded and 18" x 24"</i> in size. <i>No construction drawings or other sized drawings</i> will be accepted unless specifically requested.</p>
<b>REDUCED DRAWINGS</b>	<p><i>Two copies (five if commercial)</i> of the drawings reduced to 11" x 17" must be provided.</p>
<b>SUBMITTING APPLICATIONS</b>	<p>Applications <i>must be submitted in person</i> by either the owner or the owner's designated agent. Should an agent submit the application, a <i>notarized Owner/Applicant Agreement</i> must accompany the application (owner/app agreement attached). Please call (206) 780-3762 to set up an appointment to submit the application.</p>
<b>FEES</b>	<p>Please call the Department of Planning &amp; Community Development for submittal fee information. Review by the Kitsap County Health Department may require additional fees and processing time.</p>
<p><b>APPLICATIONS WILL NOT BE ACCEPTED</b>  <b>unless these basic requirements are met and the submittal packet is deemed counter complete.</b></p>	

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
 280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812  
 PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: [pcd@bainbridgewa.gov](mailto:pcd@bainbridgewa.gov)

**CITY OF BAINBRIDGE ISLAND**

**PREAPPLICATION CONFERENCE REQUEST**

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**A. GENERAL INFORMATION**

1. Name of property owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name of property owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name of property owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

*If the owner(s) of record as shown by the county assessor's office is (are) not the agent,  
the owner's (owners') signed and notarized authorization(s) must accompany this application.*

2. Applicant/agent: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

3. Name of land surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

4. Planning department personnel familiar with site: \_\_\_\_\_

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5. Description of proposal:

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6. Driving directions to site:

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7. Please give the following existing parcel information:

Assessor's Parcel Number	Parcel Owner	*Lot Area
Use additional sheet if necessary	Total of all parcels:	

*\* As defined in Bainbridge Island Municipal Code 18.12.050*

8. Legal description (or attach):

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9. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

Lot Number	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
Lot				
Lot				
Lot				
Lot				

**CITY OF BAINBRIDGE ISLAND**

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10. Current comprehensive plan, zoning and shoreline designations and use of adjacent properties:

Property	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
North				
South				
East				
West				

11. Common name of adjacent water area or wetlands area: \_\_\_\_\_

12. Does the site contain an environmentally sensitive area as defined in Critical Areas Ordinance (*Bainbridge Island Municipal Code* Chapter 16.20)?

☐ yes ☐ no ☐ unknown

If yes, check as appropriate:

<input type="checkbox"/> wetland*	<input type="checkbox"/> geologically hazardous area**
<input type="checkbox"/> wetland buffer*	<input type="checkbox"/> zone of influence**
<input type="checkbox"/> stream*	<input type="checkbox"/> slope buffer**
<input type="checkbox"/> stream buffer*	<input type="checkbox"/> fish and wildlife habitat area

\*If your site includes a wetland or wetland buffer, a wetland report may be necessary with your application.

\*\*If your site includes a geologically hazardous area or is within the zone of influence as defined in *Bainbridge Island Municipal Code* 16.20, a geotechnical report may be necessary with your application.

13. Are there underlying/overlying agreements on the property?

☐ yes ☐ no ☐ unknown

If yes, check as appropriate and provide a copy of the decision document:

<input type="checkbox"/> CUP Conditional Use Permit	<input type="checkbox"/> SPR Site Plan Review
<input type="checkbox"/> MPD Master Planned Development	<input type="checkbox"/> SPT Short Plat
<input type="checkbox"/> PUD Planned Unit Development	<input type="checkbox"/> SSDP Shoreline Permit
<input type="checkbox"/> REZ Contract Rezone	<input type="checkbox"/> SUB Prior Subdivision
<input type="checkbox"/> RUE Reasonable Use Exception	<input type="checkbox"/> VAR Zoning Variance
	<input type="checkbox"/> Other: _____

Under which jurisdiction was the approval given?

☐ City of Bainbridge Island ☐ Kitsap County

Approval date: \_\_\_\_\_

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14. Is there any other information which is pertinent to this project? ☐ yes ☐ no

If yes, please explain: \_\_\_\_\_

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**B. TECHNICAL INFORMATION**

1. Name of water purveyor: \_\_\_\_\_

If a private well, what class? \_\_\_\_\_

2. Type of sewage disposal: ☐ on-site septic ☐ off-site septic ☐ sewer  
Sewer district: ☐ City of Bainbridge Island ☐ Sewer District 7

3. General description of the existing terrain: \_\_\_\_\_

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4. Soil survey classification: \_\_\_\_\_

5. Flood plain designation: ☐X ☐AE

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6. Access (street functional road classifications):

Street Type	Required ROW Width	Street Name	Existing ROW Width
primary arterial	150 feet	Highway 305	
secondary arterial	60 feet		
collector	50 feet		
residential urban	40 feet		
residential suburban	30 feet		
private	20 - 30 feet		

7. Sidewalks are adjacent to the parcel:

☐ yes

☐ no

If yes, existing sidewalks are \_\_\_\_\_ feet wide.

Sidewalk installation is proposed as part of the development project:

☐ yes

☐ no

Proposed sidewalks:

☐ adjacent to the parcel and are to be

\_\_\_\_\_ feet wide.

☐ internal to the proposal and are to be

\_\_\_\_\_ feet wide.

8. Intended use of the land, as well as the sequence and timing of the proposed development:

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9. Proposed floor area ratio (gross square feet contained in buildings excluding under-building parking/lot area):

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10. Proposed lot coverage (total area of building footprint/lot area x 100%):

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11. Height of proposed buildings or structures:

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12. Square footage of all spaces:

storage:

retail:

residential:

office:

other:

13. Number of stories proposed:

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December 2011

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CITY OF BAINBRIDGE ISLAND

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14. Proposed setbacks:

north:

south:

east:

west:

15. Number of parking stalls proposed:

16. Amount of square footage of proposed paved areas:

17. Percent of site to be covered by impervious surfaces:

%

(If the proposal results in more than 1,000 square feet of additional impervious surface, a preliminary drainage plan shall be required.)

18. For light manufacturing proposals, percentage of site to remain as open space:

%

19. Is the applicant proposing any terms, conditions, covenants and agreements or other documents regarding the intended development: (If yes, attach copies)

☐ yes ☐ no ☐ unknown

20. Is the proposal part of a phased development plan? (If so, an outline of the future plans must be submitted.)

21. List any other permits for this project from state, federal or local governmental agencies for which you have applied or will apply, including the name of the issuing agency, whether the permit has been applied for, and if so, the date the application was approved or denied, and the application or permit number:

CITY OF BAINBRIDGE ISLAND

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22. Will the completed project result in 800 or more square feet of impervious surface  
(building footprint + driveways + parking)? ☐ yes ☐ no ☐ unknown

23. Will the project result in clearing more than six significant trees or 2,500 square feet of ground?  
☐ yes ☐ no ☐ unknown

24. Do storm water systems exist on the site? ☐ yes ☐ no ☐ unknown

If yes, were they constructed after 1982? ☐ yes ☐ no ☐ unknown

If yes, what type of storm water system exists on the site?  
☐ infiltration ☐ open ditching ☐ closed conveyance ☐ detention

25. Will the completed project result in excavating of or filling in:

☐ less than 50 cubic yards. ☐ more than 50 cubic yards but less than 100 cubic yards. ☐ more than 100 cubic yards.

26. For reasonable use exception applications, proposed  
square footage of wetland and buffer to be disturbed: \_\_\_\_\_

**I hereby certify that I have read this application and know the same to be true and correct.**

\_\_\_\_\_  
\*Signature of owner or authorized agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print

***\*If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized.***



# Owner/Agent Agreement

The undersigned is (are) the owner(s) of record of the property identified by the Kitsap County Assessor's account number \_\_\_\_\_, located at \_\_\_\_\_, Bainbridge Island, Washington. The undersigned hereby gives (give) consent and approval to \_\_\_\_\_

to act on his/her (their) behalf as his/her (their) agent to proceed with an application for (please

check all items that apply):

- ☐ preapplication conference
- ☐ planning permits
- ☐ construction permits (i.e. building, water/sewer availability, right-of-way, etc)

on the property referenced herein. This agreement authorizes the agent to act on the owner's behalf for the above checked applications through (date or specific phase) \_\_\_\_\_.

\_\_\_\_\_  
*Owner of record*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Owner of record*

\_\_\_\_\_  
*Date*

STATE OF WASHINGTON            )  
  ) SS.  
COUNTY OF KITSAP            )

*On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared:*

\_\_\_\_\_  
to me known as the individual(s) described in and who executed the foregoing instrument, and acknowledged to me that he/she/they signed and sealed the said instrument, as his/her/their free and voluntary act and deed for the uses and purposes therein mentioned, and on oath stated that he/she/they was (were) authorized to execute said instrument.

*WITNESS MY HAND AND OFFICIAL SEAL, hereto affixed the day and year in this certificate above written.*

\_\_\_\_\_  
*Notary Public in and for the State of Washington*

*Residing at* \_\_\_\_\_

*My appointment expires:* \_\_\_\_\_